

ADMINISTRATIVE-INTERNAL USE ONLY

DDA 85-2194/1

25 June 1985

DDA SUBJECT FILE COPY

MEMORANDUM FOR: Executive Officer, OP
Executive Officer, OMS
Chief, Logistics Branch, PPG/OS

DDA REGISTRY
FILE: 45-13

FROM: [REDACTED]
DDA Parking Officer

SUBJECT: Reallocation of Parking Spaces [REDACTED]
[REDACTED]

1. The Office of Logistics, Headquarters Operations, Maintenance and Engineering Division (HOME/OL), is preparing for the reallocation of parking spaces [REDACTED]. Before we can proceed, specific data is required from Agency Components. In this regard, you are requested to provide the following information on the attached form:

- a. The number of supergrades (SIS-1 and up).
- b. The number of employees (GS-15 and below).
- c. The number of handicapped employees as defined in Federal Property Management Regulation 101-20.111-2a Section 7(b)(1) which states that severely handicapped Government employees for whom assigned parking spaces are necessary are those employees so severely physically handicapped as to prohibit or make unreasonably difficult the use of public transportation. Justification for this priority may require certification by an Agency medical unit including the Veterans' Administration, by the Public Health Service, or by a private physician. Non-handicapped drivers who provide transportation for severely handicapped employees shall also be assigned parking spaces.

The population figures for your component should be recorded on the attached form. Your current authorized staffing complement as of 1 May 1985, should be used for compiling these figures. PCS returnees, contract employees, consultants, and part-time employees should be included in your planning; however, you must exclude summer employees and employees who are scheduled for overseas assignments on or before 30 September 1985.

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SUBJECT: Relocation of Parking Spaces

[Redacted]

2. In addition, please submit a list of personnel authorized to approve carpool applications. The listing should include a sample signature, mailing address, and telephone extension for each individual.

3. Please forward the information requested in the preceding paragraphs to this office by 10 July 1985.

[Redacted]

Attachment

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EO/DDA/ja [Redacted] (25 June 1985)

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STAT Sanitized Copy Approved for Release 2010/09/07 : CIA-RDP88G00186R000801000002-5
STAT List the number of personnel located in the building during the normal work shift in the time frames indicated. Those annotating personnel on this form use the north side section to record your figures. Do not combine personnel from the different buildings on the same form but use separate sheets for each building.

DIRECTORATE _____ COMPONENT _____ BUILDING _____ DATE _____

TIME FRAME	NORTH (CORRIDORS E, F, G, H, & J)					SOUTH SIDE (CORRIDORS A, B, C, & D)					Grand Total
	SIS-1 and up	GS-15 and below	* Handicap	** Others	Total	SIS-1 and up	GS-15 and below	* Handicap	** Others	Total	
0600 - 0730											
0731 - 0800											
0801 - 0830											
0831 - 0900											
0901 - 1200											
1201 - 1400											
1401 - 1600											
1601 - 2200											
201 - 2330											
2331 - 0559											
TOTALS											

* Attach a separate sheet listing Handicapped employee's name, room number, building, extension and type of handicap. If employee uses a wheel chair, a walking apparatus, or wears any type of body brace, please indicate. A form will be forwarded to each Handicapped employee for certification by appropriate officials prior to issuance of permit.

STAT ** Include contract employees, consultants, assignees from other Agencies, and others who regularly spend 20 hours or more per week on duty at Headquarters _____ buildings.